

Early Learning Advisory Council (ELAC)

Subcommittee Co-Chair Roles & Responsibilities

Roles and Responsibilities of ELAC Committee Chairs*

Committee Chairs agree to fulfill the following roles and responsibilities:

1. Ensure that there is a clear committee charter and brief the committee members on the Charter.
2. Lead and facilitate meetings in a way that ensures: that all members have opportunities to participate; that meeting actions and decisions are clear; and that ELAC provide meaningful, clear advice and recommendations to DEL.
3. Periodically communicate with members and with DEL between meetings to provide updates and to facilitate the preparation and engagement of ELAC Members and Regional Advisors.
4. Lead the committee in accomplishing the subcommittee's charge and deliverables.
5. May serve on the ELAC Executive Committee to help inform the development of ELAC Meeting agendas; plan and prepare future meetings; and help to develop the annual ELAC Work Plan.

Co-Chair Recruitment and Terms

1. Co-Chair Terms: The subcommittee shall be co-chaired by two subcommittee members, to be appointed by DEL for two-year terms. The terms will be staggered, so chair term dates begin and end on separate years.
2. Co-Chair Recruitment Process: DEL will appoint the co-chairs for the subcommittee. DEL staff will request that subcommittee members interested in serving as a co-chair submit a brief bio and statement of interest.